



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	MEDICAL SOCIAL WORKER
Posting Number	PN# 104408 (MULTIPLE POSITIONS)
Department	Health & Human Services Department
Division	Health Department
Section	Neighborhood Services
Reporting Location	8000 N. Stadium
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

\*Subject to change

**DESCRIPTION OF DUTIES**

Assists in providing counseling and direction for individuals and families experiencing personal and/or environmental crises.

**CORE FUNCTIONS**

- Conducts screening interviews with patients and/or families to determine eligibility for family planning, dental health, maternity services and/or other social services.
- Refers clients to various community resources and/or agencies that can provide qualified assistance; e.g., housing, job training and placement, financial aid, education, etc.
- May provide limited counseling to clients with emotional or environmental problem; refer them to senior level personnel for professional evaluation and follow-up.
- Serves as center liaison, information and referral source for Tex-Med Net system and Medicaid eligibility information.
- Prepares and submits monthly reports.

**WORKING CONDITIONS**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's in social work, sociology or a related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Six months of experience in social work are required.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

- Preference will be given to Bilingual (English/Spanish) candidates.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**    ☐ Yes    ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

**GENERAL FUNDED POSITION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 16		
\$946 - \$1,279 Biweekly	\$24,596 - \$33,254	Annually

**OPENING DATE**

May 4, 2005

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

An equal opportunity employer